



# El Camino College

**College Council Minutes**  
**Tuesday September 3, 2019**  
**1:30 – 2:30 p.m. Library 202**

## **Attendance**

Darcie McClelland, Dena Maloney, Rose Mahowald, Ross Miyashiro, Iris Ingram, Kelsey Iino, Cindy Lopez, Ann O'Brien, Urwa Kainat, Jean Shankweiler, Kenny Galan, Jane Miyashiro

## **Absent**

Edith Gutierrez

## **Agenda**

### 1. Welcome/Approval of Minutes

Dr. Maloney opened the meeting and welcomed members of College Council.

After review, the minutes from the August 19, 2019 meeting were approved.

### 2. Board Review

Dr. Maloney confirmed the times of Closed Session and Open Session for the September 3, Board of trustees meeting.

Ann O'Brien provided an overview of the Demolition Project and Fencing Plan of the former Student Activities and Student Services buildings presentation that will be presented to the Board of Trustees.

Dr. Maloney then provided a comprehensive overview of the Board agenda including Public Hearings, Consent Calendar items, Action items and Future Action/General Information items.

The Vice Presidents highlighted items of particular interest from their areas and answered any questions:

Jean Shankweiler - Academic Affairs

Ross Miyashiro - Student Services

Iris Ingram – Administrative Services and Measure E

Jane Miyashiro - Human Resources

Dr. Maloney highlighted items from Community Advancement.

### Topics of Discussion:

Clarification of the paths of travel during the different phases of demolition/construction was provided. The paths of travel will change depending on the phase of demolition/construction. A sheltered walkway will be in place during the demolition phase. Updated [maps of pedestrian and ADA accessible pathways](#) will continue to be available on the ECC website.

We need to over communicate during this long and complex project. There can never be enough communication. FAQ sheet is in production to help answer any question. This will be updated as the project progresses.

Clarification was provided on the need for the netting project on the baseball field. Although there has been no reports of injury, there have been reports of fly balls causing property damage. The netting is necessary for safety and has been in the works for some time. Additional requirements for ADA access is required by DSA. The repair of the baseball field is another project that is in progress. The board approved a contract for the field design project last month.

There are no further questions or comments on the Board agenda

### 3. Policies and Procedures Review

- a. AP 7160 Professional Development – Review of AP 7160 is tabled to the next meeting when Darcie McClelland, Senate President, can participate in the conversation. She is chairing Academic Senate which is meeting at the same time as College Council due to the Labor Day holiday.
- b. Deletion of BP 4115 and replacement with BP 4222 - A review of BP/AP 4222- Remedial Coursework was conducted at the August 19 meeting. This is to formalize the deletion of BP 4115. The CCLC does not list BP 4115. Remedial Coursework is numbered as 4222. Only the AP is legally required. The deletion/renumbering of BP 4115 is simply to align with the CCLC numbering. There was some revision on language for the BP/AP that was approved by College Council at the last meeting. College Council approves the deletion BP 4115 and to replace it with BP 4222.

### 4. College Council Goals

This is the time of year College Council reviews its goals. Dr. Maloney provided a comprehensive review of the 2018-19 goals.

- I. Lead the ECC Governance Evaluation Project and develop recommendations to improve governance processes at ECC. *This goal is in response to update/revise the Making Decisions Guide that expires in 2020. This goal was not achieved. The recommendation is to keep this as one of our goals with the specific distinction that this is about the Making Decisions Guide.*
- II. Complete/continue development of legally required policies. Review strategies and tools to improve accessibility of BP/APs and select/implement solution. *Last year we had Policy Review days which 4 hours were dedicated to the review of policies and procedure. This was found to be very efficient. We also looked at using BoardDocs to institutionalize our policies rather than the ECC website. We are ready to roll out this transition. Campus wide communications with instructions and assistance for accessing the policies and procedures will be initiated. We met this goal. The recommendation is to keep this as an ongoing goal because policies and procedures are to be reviews on a regular basis.*
- III. Support Compton Transition Planning process to conclude partnership by June 7, 2019. *We had periodic presentations with updates on the process and showed support throughout the conclusion of the partnership. We achieved this goal.*
- IV. Consult collegially to help develop a Strategic Plan, ensuring alignment with the Chancellor's Office *Strategic Vision for Success* and findings from the Climate Survey. *BP 1200 was reworked to only include our Mission, Vision and Values. Through collegial consultation the mission, vision and values is evaluated and revised on a*

regular basis. The strategic plan was extracted from BP 1200, reviewed and updated by the Strategic Planning Committee. The new strategic plan is currently in collegial consultation. The goal is to provide the Board a first reading of the plan at the end of the year, with a second reading in January. Goal achieved.

- V. Consult collegially to discuss and recommend the topics for the Quality Focused Essay by February 1, 2019. We discuss the QFE topics, although the timeline did shift a bit. The topics are in the writing process and the entire ISER will be reviewed this year. Goal has been accomplished. However, how that translates for this year's work will be discussed.
- VI. Monitor progress on overarching initiatives, including but not limited to, Guided Pathways, Strong Workforce, and AB705 implementation. Last year we received presentation on these initiative and provided input and feedback.

Prior to discussing this year's goals, we should focus on our roles and responsibilities as members of College Council. Are we serving as the communicators to the constituents we represent? Last year we implemented a practice where the agenda and the approved minutes are sent to the entire campus community. Everyone has the opportunity to observe the work of College Council and are informed. Each individual's attendance and participation is important to the collegial consultation process.

Suggestions for areas of focus for College Council for this year:

- Membership and accountability to the constituencies - The *Making Decision Guide* delineates the members and alternate members of College Council. It is a small group. When we get a workgroup to look at the *Making Decision Guide* that would be a good forum to explore if there is broad enough participation in College Council to meet its purpose. Do we have sufficient voices?

It is important for College Council to focus on the *Making Decision Guide especially* since the *Making Decision Guide* designates, who sits on College Council. No other collegial consultation committee is as intimately involved with this document. College Council will take the new *Making Decision Guide* to the other collegial consultation committees for input.

- Side Note: College Council is an open meeting. There are voting and non-voting members. College Council is not a bargaining group. We have to be clear on the mission and purpose of College Council. Alternate members can be identified to attend in a member's absence.
- Update goal #5 from just the Quality Focus Essay, and expand it to supporting the accreditation process. The accreditation process should definitely be part of College Council's focus and scope of work. College Council will be part of consultation on the ISER prior to sending it to the Board for approval. A great goal statement would include College Council's active participation, not just attendance, at the forums.

- College Organizational Structures to support Guided Pathways – discussions on how Guided Pathways may potentially change the college’s organization. This is uncertain. It can affect faculty and deans.
- A suggested goal statement could include “Monitor and provide feedback on the progress of various campus developments.” Similar to the relationship with the Food Services Committee. This is a broad statement. As things come up we can agendaize them (i.e. Campus Master Plan, marketing the new Student Services building due to the upcoming construction).
- Students’ interests – where are they being heard in College Council? That component seems to be missing. We need to build a mechanism for the students’ voice. Perhaps formulate a goal around that. We might not be aware of student initiatives that can use the support of College Council.
  - Do any of the initiatives Ross is working on apply address this?
  - There is concern about the displacement of students to the inside of buildings potentially causing disruption, when the construction in the center of campus starts. Perhaps a nice seating/dining area can be developed in Lot L.
    - There will be a large plaza between the Library and the new Administrative building. A presentation of the ideas for that plaza may be informative. That may be a good alternative. We need to speak to facilities.
    - Patio furniture in front of the new Student Services building in the shade is in talks.
    - Keep in mind these ideas require resources that may be limited. It will take time in some, if not most cases.

These ideas will be brought back to College Council September 16 for further discussion, word smithing, continued feedback and input.

## 5. Adjournment

**Future Meeting Dates: 1:30 p.m. in Lib. 202**

**D. Maloney**

**Reminder only**

### **Fall College Council Meetings**

- a. Monday, September 16, 2019
- b. Monday, October 7, 2019
- c. Monday, October 21, 2019 (Board Day)
- d. Monday, November 4, 2019
- e. Monday, November 18, 2019 (Board Day)
- f. Monday, December 2, 2019
- g. Monday, December 16, 2019 (Board Day)